

FTC-ITT-01 (05/02)

NON-U.S. CITIZEN REGISTRATION REQUEST**Federal Law Enforcement Training Center (FLETC)**

1131 Chapel Crossing Road
 International Training and Technical Assistance, TH387C
 Glynco, GA 31524

Voice: (912) 280-5353
 Fax: (912) 267-2189
 E-mail: fletc-intrqst@dhs.gov

Print or Type in English**APPLICANT INFORMATION**

Program Title: (one program per application)

Program Dates: (First choice)

Program Dates: (Second Choice)

Program Dates: (Third Choice)

Applicant's Name: (Last Name, First Name)

Work Title:

Work Mailing Address:

Work Telephone: (include country, city codes)

Work Fax: (include country, city codes)

Ministry or Organization Name:

E-mail Address:

Supervisor's Name: (Last Name, First Name)

Work Telephone: (include country, city codes)

Work email address:

Work Fax: (include country, city codes)

International students must provide a letter of recommendation on official letterhead from a U.S. Federal agency or the Regional Security Officer at the nearest U.S. Embassy. In addition, students attending FLETC must be 85% fluent in English. Estimated program costs include tuition, meals, lodging, instructor fees, and program materials.

FINANCIAL REIMBURSEMENT
(MANDATORY INFORMATION)

The following listed information must be provided to the Federal Law Enforcement Training Center (FLETC) for training services and emergency medical costs provided for the applicant during the course of training. If information is not provided the application cannot be processed. Please do NOT submit payment with this registration form. See back for additional payment information.

U.S. FEDERAL AGENCY

Agency Location Code (ALC)

(ONLY)

Agency Accounting Data

ORGANIZATION NAME

(agrees to reimburse the Federal Law Enforcement Training Center)

MAILING ADDRESS

City

Country

Country Code

TELEPHONE NUMBER	Country Code, City Code	fax	e-mail	
NAME OF PERSON				
AUTHORIZATION SIGNATURE				
(Financial Manager)				Date

REGISTRATION INFORMATION

ADDITIONAL PAYMENT INFORMATION:

Payment in U.S. dollars is due upon arrival at the FLETC on the first day of the training program. You can remit payment by the following means: Cash, Cashiers Check, Travelers Check, Money Order or Credit Card: MasterCard, VISA, American Express, Discover or Diners Club.

If a U.S. Federal Agency is remitting payment, billing will be via Intra-governmental Payment and Collection System (IPAC) and the following information is required:

Agency Location Code (ALC)

Agency Accounting Data

Point of Contact (name, email address, telephone and fax number)

CONFIRMATION:

A letter with estimated costs for tuition, meals, lodging, program materials, and instructor fees will be provided upon acceptance into the program.

STUDENT CANCELLATION

FEE:

If for any reason a participant can not attend the program, it is the Center's policy that ITT be notified in **writing** twenty (20) working days prior to the beginning of class.

Cancellations received less than 20 working days before the start date of the training may result in program costs, in full or partial, being billed regardless of attendance.

PURPOSE:

The purpose of this form is to obtain student registration and program administrative information from non-U.S. citizens requesting training conducted by or at the Federal Law Enforcement Training Center.

USES:

Use of this information may be available for disclosure upon request to the individual, the individual's parent agency, to any other party at the request of the individual, to the student locator, mailroom, registration office, training and research officials and other government officials on a need to know basis.

EFFECT OF NONDISCLOSURE:

Supplying the requested information is voluntary and not required by law. Not providing all or any part of the requested information may result in the applicant not being registered for the requested program.